

# BOARD OF SUPERVISORS

## Brown County



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### **ADMINISTRATION COMMITTEE**

Steve Fewell, Chair  
Allan Jamir, Vice Chair  
David Steffen, Thomas De Wane  
Richard Schadewald

### **ADMINISTRATION COMMITTEE**

**Thursday, February 26, 2015**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 29, 2015.

### **Comments from the Public**

1. Review Minutes of:
  - a. Housing Authority (January 19, 2015).

**Communications:** None.

### **Child Support:**

2. Departmental Openings Summary, February, 2015.
3. Agency Director Summary, February, 2015.

### **Corporation Counsel:**

4. Monthly Report, January, 2015.

### **Technology Services:**

5. Technology Services Monthly Report, February, 2015.

### **County Clerk:**

6. Staffing Update.

### **Treasurer**

7. Treasurer's Report:
  - A. Status of Tax Collection Partnership(s).
  - B. Update – Sale of Tax Deeded Lands by Wis. Stats. 75.

### **Human Resources**

8. 2014 to 2015 Carryover Funds.

9. Activity Report for January, 2015.
10. Departmental Opening Summary, February, 2015.
11. Director's Report.

**Department of Administration:**

12. 2014 to 2015 Carryover Funds.
13. 2015 Budget Adjustment Log.
14. Departmental Opening Summary, February, 2015.
15. Budget Adjustment Request (15-04): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
16. Budget Adjustment Request (15-05): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
17. Budget Adjustment Request (15-06): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
18. Resolution re: Reauthorization of Self-Funded Worker's Compensation.
19. Director's Report.

**Other**

20. Audit of bills.
21. Such other matters as authorized by law.
22. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 29, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Fewell, Supervisor Schadewald, Supervisor Jamir  
**Excused:** Supervisor Steffen, Supervisor De Wane  
**Also Present:** Chad Weininger, Maria Lasecki, Paul Zeller, Troy Streckenbach, August Neverman

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**I. Call to Order.**

The meeting was called to order by Chair Steve Fewell at 5:34 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of November 20, 2014.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.** None.

**1. Review Minutes of:**

- a. **Housing Authority (November 17 and December 15, 2014).**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications:** None.

**Treasurer**

**2. Budget Status Financial Report for October, 2014 and November, 2014.**

Treasurer Paul Zeller addressed the Committee. He noted that the detailed budget performance report contains an account description of "tax deed" and what lands in this account are the costs and expenses associated with processing foreclosed properties from the initial steps all the way through the Class 3 formal newspaper advertising. He wished to advise the Committee that the Class 3 notices in the newspaper have cost considerably more than what was budgeted and he stated that this will be reflected on the December financials. He has met with the *Press Gazette* on this to make corrective measures and this should not be an issue moving forward.

Chair Fewell recalled that Deputy Treasurer Mary Reinhard had indicated in the past that it may be prudent to use an online auction site to sell foreclosed properties and asked if publication would still be necessary if the online auction was used. Zeller responded that a Class 3 notice would still need to be published even if the online auction site was used and that the notice would refer the public to the auction site and the auction number.

Fewell noted that the former Treasurer was good at keeping the Committee informed about revenue being under budget in the past and he noted that he did appreciate that and urged Zeller to continue to keep the Committee advised of deficiencies so corrective measures can be taken if possible.

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**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file Items 2, 3 and 4. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Budget Performance Report for October, 2014 and November, 2014.**

*See action at Item 2 above.*

**4. Treasurer's Financial Report for October, 2014 and November, 2014.**

*See action at Item 2 above.*

**5. Treasurer's Report:**

**A. Status of RFP Project #1873 of 8-26-14 for Financial Advisory Services.**

Zeller began by recognizing the limited term employees that are carrying the Treasurer's Office through the tax season. He stated that these employees come to work with smiles on their faces and make the office look good and serve the public well. The five LTEs are: Mary Joan Fuiten, Rosemary Hermes, Mary Van Dyck, Lori Malecki and Anthony Lent. Zeller continued that Lent is a college intern who worked in the office for five weeks. He stated it was good to have a young person in the office to bring a different skill set and point of view. The intern was brought on as an LTE but does not receive college credit. Zeller would like to continue this practice of utilizing interns in the future as it worked out very well.

Zeller continued by updating the Committee on the RFP for financial advisory services. He stated that he is just weeks shy of signing a contract with a firm to manage a portion of the County's portfolio which pertains to funds attributed to Port and Resource Recovery. Zeller will provide more details next month after the contract has been signed. Fewell asked if the contract would come before the Committee for approval and Director of Administration Chad Weininger responded that the RFP had already been approved by the Committee. Zeller stated that the evaluation process was to review the 13 bids received and then those bids were reduced down to three and the lowest bidder was selected. Corporation Counsel is now in the process of reviewing the contract.

**B. Sale of Tax Deeded Lands by WI Statute 75:**

**i. Request to Modify Administrative Policy T-1**

Zeller stated that he included Administrative Policy T1 in the agenda packet so that a change could be considered to the policy. He indicated that the copy contained in the packet includes a number of proposed changes, but he after reviewing this further, Zeller would now only like one word changed. The change he would like the Committee to consider is in the first sentence, first line of the *Procedure* paragraph. Currently the sentence reads as follows:

"Upon obtaining judgment foreclosure from the court, the county will offer the tax deeded properties to the former owners for purchase."

Zeller would like this sentence changed to read as follows:

"Upon obtaining judgment foreclosure from the court, the county may offer the tax deeded properties to the former owners for purchase."

Zeller continued that State Stat. §75.521 does not require the County to offer the property back to the former owners. He noted that doing so would add another 30 days to the process, but Zeller felt that the former owners have had years and years and years of the ability to catch up on their taxes. He would like the Committee to entertain this and noted that it was not something that needed to be decided immediately, but that Corporation Counsel has reviewed this proposed change.

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Zeller continued that there are three layers to this: the administrative policy, the administrative code and the state statutes. He stated that he has spent a considerable amount of time trying to reconcile the three of these and what it boils down to is a possible wording change in the administrative policy.

Supervisor Schadewald asked Zeller if it would be costly to offer the tax deeded property to the former owners. Zeller responded that the process would include noticing and finding the former owners as well as investing time in title searches, etc. Schadewald was looking for the rationale for this change and Zeller responded that the foreclosure process is very long and a great amount of money and time is spent in trying to reach the owners. Fewell felt that changing the language would start moving from more objective towards subjective and he would want to know from Corporation Counsel what position the County would be in if one time property was offered to the former owner and then another time the property was not offered to the former owner. He felt that it gets subjective when the word *may* is used. Schadewald felt the biggest thing is that the Committee needs to know what the process is now. He stated that in the past the process may have been simple, but he felt that now it sounds like it is much more complicated. Schadewald noted that before other supervisors can be persuaded on this, he would like to know the procedure. Fewell agreed with Schadewald and Schadewald felt that the Committee needs to be educated on the process and then this may evolve.

Zeller stated that presently what happens is if the property owner shows up for the hearing, the judges, without any questions or doubt, would provide an additional 90 days for the property owners to pay. If the property owner fails to show at the hearing and the judge finds for the County and deeds the property to the County, Zeller could immediately offer the property back to the owner by means of a certified letter and allow 30 days for the property owner to get the property back. Schadewald felt that that process would make more sense. Zeller felt that if a property owner shows up in court to plead their case and the judge allows an additional 90 days, ample time has been given. After the time expires, the County would then start the process of selling the property.

Schadewald understands that things have changed since he was on the Board last, but noted that the Committee will have to get the rest of the Board to understand it. Schadewald liked the idea of what was proposed by Zeller as it seems to put partial responsibility on the owner. He would rather do the certified letter proposal instead of change the language in the administrative policy. Fewell agreed with Schadewald and stated that the process of certified mail sounds more evenly handed across the board. Fewell noted that if someone in one district was offered their property back and someone in another district was not afforded the same opportunity, problems would result. Fewell also did not know how legally it could be justified to do it one way in one district and do it a different way in another district. Schadewald stated that the purpose of the Committee is to help Zeller run the Treasurer's Office and he thanked Zeller for listening to the concerns of the Committee.

Zeller continued that all of the tax deed property sales are to be brought before the Executive Committee per ordinance and it is unclear to him what the Committee oversight is with regard to these sales. Fewell stated that the ordinance provides language that land owners as well as their heirs be given the option to purchase the property back. It was noted by both Zeller and Fewell that in the past there has not been involvement from the Executive Committee on the sale of the properties. Fewell noted that under Chapter 2, the Administrative Committee is to deal with these properties. He noted that if a change needs to be made to the ordinance, it would have to be done in a formal manner which may include publication in the newspapers. Zeller stated that in reviewing what had been done in the past, it appears that the tax deed sales are handled by the Administration Committee. Fewell will look into this a little further and advised Zeller to continue to bring the bids to the Administration Committee.

## **ii. Means of determining "Appraised Value"**

Zeller referred to a State Statute that deals with authorizing foreclosed properties to willing buyers at the appraised value and that appraised value has to be the minimum accepted value. Zeller noted that this has not always been the practice in the past. Fewell recalled that the properties are typically offered for what is

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owed tax-wise. Zeller agreed and noted that there are two formulas for what it owed tax-wise. There is the real tax and then there is the tax plus interest, penalties, special assessment and the Treasurer's costs. Those are the two tax based valuations and they are separate from what the assessed value on the property is. Zeller noted that the assessed value is almost always considerably higher than what the property is worth based on the condition of the properties. Zeller stated that if they start with the assessed value, there probably would not be buyers for the properties. Fewell disagreed and stated that from what he has seen, once the properties get to the County they are cleared from other debts such as water bills and special assessments. He continued that in the past the County has tried to sell the properties for back taxes instead of what the assessed value is. Zeller agreed and reiterated that the State Statute calls for appraised value. He has asked several other counties what they do to establish a minimum bid for the auction process. He received information that three or four counties are using a realtor to provide an approximate opinion of value, but noted that this is technically not meeting the Statute. Zeller continued that he sought out how to get an opinion of value without having to pay for a full blown appraisal and he found a person who is an appraiser who also serves as an assessor for many of the county's municipalities and he is willing to provide an opinion of value for properties. Fewell felt that a realtor was not appropriate to do this and that what was needed was an appraiser as there needs to be some confidentiality and some criteria. He felt that this should be put out in an RFP to be fair rather than selecting one person. Fewell has always felt this way when it comes to services. Zeller stated that he is fine with an RFP, but noted that there are currently a dozen homes that have for sale signs and he is trying to get them sold as the County is paying to heat the homes and keep the water on. Zeller felt that these homes have been owned too long already and the longer the County is the owner of these properties the more money it costs. He stated that he is fine with not using an opinion of value if the Committee directs him to set a starting price at all taxes owed and all other costs. Fewell stated that he did not have a problem with that as the County would be getting their money back. Schadewald stated that the County is only getting their money back if it is less than the opinion of value, but no one will pay the back taxes and other expenses if the property is not worth that amount. Fewell stated that he had recently reviewed the Treasurer's webpage and looked at the tax properties and there were only three properties listed. He does not see any buildings listed on the website that are incurring costs for heat and water. Zeller responded that in order to start selling a property, there has to be a sealed bid process or the online auction process could be used. The three properties that are listed on the website are properties that have been through numerous offerings and have not sold. Zeller continued that they are at the point that the properties that are County-owned need to have a starting evaluation established to use as the auction minimum bid or the minimum bid accepted in a sealed bid type arrangement.

Weininger noted that if you use the amount owed in back taxes, typically the house is not worth what is owed so the owner walks away and then the homes are purchased by someone, fixed up and sold for a higher amount. He would caution putting the sale price too high and having the County stuck with the properties.

Maria Lasecki stated that she has bid on properties in the past and some of them have gone for much higher than she expected and that is the chance one takes when they bid. She continued that she does appreciate the fact that the properties are sold in the current manner because she feels that she is not competing with LLCs or other out-of-state entities. She will say as an employee of Brown County, using the online services may bring higher bids and she may be apt to bid higher.

Weininger noted that usually what they do in Purchasing is get a list of qualified bidders for services and then make a qualified pool so they are all being used. Schadewald noted that if \$150 was spent to get a point of value and the bid was set at that, and it is less than the taxes, there would be a shot at selling the property. If it would be more, he does not have a problem with starting at the taxes.

Fewell wanted to be clear that whatever process is used has to have parameters to be fair to all. He understands there are professional standards, but he felt that whatever is possible has to be done to avoid the appearance that somehow the County is cutting deals. He noted that the person that Zeller referenced may be someone they wish to use however, he is insistent that there be a fair process to select him. Fewell continued that he does not have a problem with temporarily using Zeller's suggestion to get moving on

selling the properties, as long as it is ultimately RFPd out. He feels that there are professionals in the community that do this type of work and he believes that they should all have the opportunity to compete for the work and the dollars.

Schadewald asked how long it would take to put an RFP out. Weininger responded that he does not know the current workload in the Purchasing Department, but he felt that work could be done in three or four days to get something out to establish a pool of qualified candidates. Zeller stated that a differentiation would have to be made between a realtor and an appraiser and Weininger stated that those parameters could be set when it goes out for bid. Fewell indicated that he does not have a problem using an appraiser as he felt they were more independent and there seems to be more credibility.

Schadewald stated it appears that Zeller is trying to get rid of the properties and move forward, and then the Committee says that they want to go through the RFP process. Schadewald noted that this does not need to be done tomorrow, even though that is probably what Zeller wants. Schadewald asked Weininger if he felt that a pool could be put together in two weeks and Weininger reiterated that he does not know the current workload in Purchasing, but he thought that it was definitely possible. Schadewald indicated that he is trying to help Zeller, but he is also trying to protect the Committee and the Board.

Zeller asked the Committee if this can be pulled together, if he could take the low bidder and move forward without waiting until the next meeting. The Committee did not have any objection to this and Fewell urged Zeller to set parameters and move forward.

### **iii. Offer property to Brown County Departments first, then to Municipality**

Zeller noted that the current inventory of homes and vacant lots that are included in the agenda packet have been offered to every County department head. The deadline to get back to him was today and Zeller has not heard from anyone and he is now asking if he can move to the next step which would be offering the properties to the municipality in which they are located. He noted that there is some interest in some of the municipalities in some of the parcels. Past practice is that parcels are sold to the municipality for taxes owed. The net amount that they would sell the parcels to the municipalities for would be all delinquent taxes through and including 2014 and Zeller would like to continue with that practice. He noted that there is nothing in the Statutes that indicates what price he needs to offer the property to the municipalities at. Zeller also stated that if the County gets more than all of the outstanding taxes, penalties and interest, they are by Statute required to return the excess to the former owner if it was a homestead and the owner lived in the homestead at any time in the last five years. Zeller stated that it is difficult to track down the previous owners in many cases.

Zeller continued that there is one municipality waiting to hear from him regarding a parcel as they are interested in the property for redevelopment. Schadewald stated that he wanted to see Zeller follow procedures and state law and Fewell agreed and added that as long as the process is fair that is all that is required.

Schadewald asked what the next step is after a parcel is offered to a municipality. Zeller stated that the next step is to offer the property for sale, either by the sealed bid method or a method using an auction type service for nothing less than the appraised value. If the property is not purchased at or above the appraised value, then the next round of bidding for the property can start at no minimum bid. Schadewald asked if adjacent property owners are notified that the property is available. Zeller responded that 10 – 20 percent of the properties that he found on file that had sold within the last several years had letters to the adjacent property owners, but he noted that this is not required by Statutes. Schadewald felt it would be worth a stamp to send a letter to the adjacent property owners advising them that the property was available. Zeller did not have any objection to notifying adjacent property owners and he can start to do this.

Fewell stated that other counties list multiple pictures of available property on their websites and noted that the Brown County website does not have anything more than one line and he felt that when looking to raise visibility to sell the property, having pictures to reference would be helpful.

#### **iv. Current Inventory List**

Zeller provided details on several properties that the County currently owns. With regard to the Clark Station at the corner of Irwin and University Avenues, a request had been received through Supervisor Nicholson for the adjacent school to use the property for parking. Zeller indicated that he prohibited that for liability reasons. He also noted that in July, 2014 that property was offered to the school district for the price of taxes owed and no response was received.

#### **v. Possible use of Wisconsin Surplus Online Auction**

Zeller reported that Deputy Treasurer Mary Reinhard had informed him of the Wisconsin Surplus Auction site which is a site on the internet where municipalities can sell surplus vehicles, equipment, real estate, etc. Zeller has researched this and has also spoken with four of the eight counties who are currently using the site and has received nothing but positive feedback. There are currently 52,000 registered bidders affiliated with the site and there are 1.6 million visitors per month to the site. Responses Zeller has received from other counties indicate they are getting far, far more interest and action on the real estate than they had in the past. Zeller stated that he intends to try listing property on this site for sale.

Maria Lasecki asked if the County cannot keep the money over and above the amount that is trying to be recouped for costs, why there is concern to get a higher bid for the property as it would seem that this then becomes a liability for the Treasurer in time and effort spent trying to track down the former owner to reimburse them the excess. Zeller responded that the problem is that his office is trying to get the delinquent taxes and interest and penalties and they are not even typically getting that out of a property. He felt that using the Wisconsin Surplus Auction would allow for a pool of interested buyers to see the properties and recover more of the costs they are not currently getting. Zeller stated that there is no benefit to the County in getting more than all of their costs if there is a homesteader that would be owed the excess costs. He continued that if the homeowner cannot be found, the unclaimed property then becomes the County's however he indicated that that is not his intent. He is simply interested in getting all of the County's costs and expenses out of the properties. Fewell asked if the excess funds go to an unclaimed property fund if Zeller is unable to find the homesteader. Zeller stated that it would go to an unclaimed property fund and if it is not claimed, the unclaimed dollars go to the County's general fund.

**Motion made by Supervisor Schadeewald, seconded by Supervisor Jamir, to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Corporation Counsel**

##### **6. Monthly Reports for November, 2014 and December, 2014.**

**Motion made by Supervisor Schadeewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **County Clerk**

##### **7. Budget Status Financial Report for October, 2014.**

**Motion made by Supervisor Schadeewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Child Support**

##### **8. Budget Status Financial Report for November, 2014.**



Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Departmental Openings Summary.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **2014 Child Support Agency Annual Report.**

Child Support Administrator Maria Lasecki stated that her annual report contained in the agenda packet is a synopsis of everything that has been done in her department with regard to performance, funding and the value of child support to the community which goes far beyond the dollars and cents.

Schadewald congratulated Lasecki and her department on their accomplishments and success in their department over the last year.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Director's Report for December, 2014 and January, 2015**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**Human Resources**

12. **Budget Status Financial Report for December, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Activity Report for November, 2014 and December, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Departmental Openings Summary.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Director's Report.**

Chad Weininger reported that a new Human Resources Director should be hired soon and he also indicated that they will be hiring a Human Services Director and Health Services Director soon. Human Resources will wait for direction from the Public Safety Committee and the Board before moving forward with hiring a Medical Examiner. He indicated that a presentation will be made with regard to this at the March Public Safety Committee meeting and he indicated that this meeting will probably be held in the evening.

Fewell stated that in the past when a Library Director was needed, a significant amount of money was spent to hire a headhunter to locate a Director. Fewell felt that it might be worth the money to have a professional approach to finding a Medical Examiner, especially if a forensic pathologist is what they are looking for. Weininger agreed and stated that technically they cannot post the job to hire, but they have put a post out for qualified applicants and have received one application to date but noted that this person is

not qualified for the position. Fewell felt it may take professional staff that deals with medical professionals on a regular basis to help locate a qualified person. Schadewald agreed with this.

Weininger continued by presenting information with regard to employee turnover as this is a subject that gets discussed quite often. Fewell felt the turnover really shows up when you see all the turnover in department heads and this raises red flags for the Board. Weininger noted that several of the department heads vacancies are the result of retirements.

Weininger continued that overall turnover for 2012 is 1.06% and 2013 is 1.12% and the national average for county and local governments for November was 1.6%. Brown County is trending under these averages. Jamir pointed out that this is for the total employee base and not key personnel such as department heads. Fewell stated that when there are multiple key position turnovers in an organization, this becomes a concern to him and should also be a concern to the organization as well. Weininger stated that the County takes this very seriously. Schadewald stated that Supervisors are elected to represent their constituents but also have a duty to Brown County as a whole and he does not see it to be a good thing that Brown County department heads are leaving at a higher percentage than the national average. Weininger agreed and stated that these numbers were provided as a point of information and it was not his intent to infer anything else.

Weininger felt that in the past there had been some internal appointments for the HR Director, but this time they went out into the marketplace to find an HR professional to help the HR staff develop. Fewell agreed and stated that in the past there were combined HR departments with the City of Green Bay and, also, there had, in the past been politically driven appointments which did not work out. Fewell felt that there has not been a qualified HR director for quite some time for a corporation the size of Brown County. Schadewald stated that he would like to see what strategies could be developed now to create an environment or situation where we have people that come in and stay longer. He felt that this may even be done by looking at local colleges to see if they are developing personnel that want to work and stay in Brown County. Schadewald also felt that information contained in exit interviews would be useful. Weininger stated that the way exit interviews had been conducted in the past was not as effective as it could have been and this is one of the processes that will be changed under the new Director. Weininger also noted that each department will now be providing their oversight committees with a list of open positions including the reason the position is open so that concerns can be addressed.

Schadewald was happy to see that the issue of turnover is being looked at. He does not think that constituents are being served to the best of the County's ability if department heads continue to change. He stated that he gets frustrated when he sees department head vacancies. Fewell agreed and stated that what he felt was part of the fundamental problem was that the Board has to get a grip on doing things the way that they have been asked to do them. There should be an evaluation every two years of salaries and compensation. Fewell stated that since he has been on the Board there have been administrative salary freezes until recently. He stated that by going several years without an increase, it does not take long to no longer be competitive. Fewell felt the Board needed to do some things to improve processes and work with HR to improve some of the processes currently in place. He felt that the pending class and comp study will show that the professional positions are the ones that are underpaid. Weininger commented that the class and comp will be set back a little bit since Lynn Vanden Langenberg left. Weininger continued that he has worked with HR staff over the last few weeks and they have a plan of action to make sure that they have a finished package for the study which will hopefully be brought forward to the Board in early April. The plan will show both where everyone falls within the study as well as how changes can and should be implemented.

Fewell also brought up the hiring process and stated that when the County Board approves the budget and positions, the position is approved for the entire year, but then they have to come back and go through a month or two process to actually get a key employee hired because the Board has to reapprove even though it has already been approved. Fewell felt that the directors are not being trusted to direct and manage and do their job. He felt that if the directors are treated as well as they can be treated, they in turn will treat

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their employees below them as well as they can be treated who will then serve the public as well as they can. Overworking employees to fill in for open positions is not appropriate and does not give good results. Fewell felt the County needs to give the department heads every opportunity to succeed and he does not feel this is currently being done.

Schadewald agreed with Fewell and felt that a discussion on the Board floor may be appropriate to help determine how we got to the currently policy. Weininger stated that the current hiring process has been in place for a number of years and one of the reasons it may be handled the way it is to save money by taking longer to hire for a position. Weininger is not saying that this works or is appropriate. Schadewald would like to see the resolution that created the hiring policy as he has no problem in changing the procedure to make it work better. Fewell agreed and Weininger stated that he will try to have this information ready for the February meeting. Schadewald indicated that he will put a communication in at the County Board meeting to look at this process further.

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Department of Administration:**

##### **16. Budget Status Financial Report for December, 2014.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **17. 2014 Budget Adjustment Log.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **18. Director's Report.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Technology Services**

##### **19. Budget Status Financial Report for November, 2014.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **20. Budget Adjustment Request (14-106): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.**

This budget adjustment represents a request to use unspent funds in copy center office supplies to purchase document center storage racks for \$11,600. The racks are needed to add floor storage and for safety purposes. These are normally purchased in smaller quantities, so this volume was considered an outlay.

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **21. Technology Services Monthly Report, January, 2015.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **22. Brown County Technology Services 2014 Annual Report.**

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Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

23. Audit of bills.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

24. Adjourn.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to adjourn at 7:11 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 19, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick—Chair, Ann Hartman—Vice Chair, Corday Goddard, and Sup. Andy Nicholson

**MEMBERS ABSENT:** Adam DeKeyser

**OTHERS PRESENT:** Robyn Hallet, Kim Flom, Stephanie Schmutzer, Matt Roberts, Patrick Leifker, Nicole Tiedt, and Sadie DiNatale

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 15, 2014 meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes from the December 15, 2014, meeting of the Brown County Housing Authority. A. Hartman seconded. Motion carried.

**COMMUNICATIONS:**

2. Letter from Department of Housing and Urban Development dated December 9, 2014, regarding the award of six additional VASH Vouchers.

R. Hallet communicated that the BCHA received a letter from the Department of Housing and Urban Development dated December 9, 2014, regarding the award of six additional VASH Vouchers.

3. Letter from Department of Housing and Urban Development dated January 8, 2015, regarding CY 2015 Funding

R. Hallet communicated that the BCHA received a letter from the Department of Housing and Urban Development dated January 8, 2015, regarding CY 2015 Funding. She highlighted several points of interest in the letter: The HAP funding is at 100 percent with no proration this year, which is very good. There is a new category for the HAP set aside adjustment which can be applied for each year; this new category is for vouchers issued in the last part of calendar year 2014, which is important as the BCHA was issued additional VASH vouchers late in 2014. Furthermore, this year there will be no offset for renewal funding, whereas in recent previous years HUD offset the reserves of Housing Authorities who had too much in reserves. Lastly, the letter states that Administrative Fees are going to have a proration between 73 and 74 percent.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applicants

- P. Leifker reported that ICS collected 119 preliminary applications for the month of December 2014.

- B. Unit Count

- P. Leifker stated that the unit count was 2,904 for December of 2014.

- C. Housing Assistance Payments Expenses

- P. Leifker indicated the HAP expenses were \$1,090,063 for December of 2014.

- D. Housing Quality Standard Inspection Compliance  
P. Leifker reported that 244 units passed the first evaluation, 54 passed re-evaluation, 107 failed, and there were 28 no-shows.
- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
S. Schmutzer stated that Yvette Tice was excused from the meeting. M. Roberts stated that Integrated Community Solutions will follow up with this information.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)  
N. Tiedt reported that there were 74 active participants for December 2014. Regarding participation levels there were 47 participants in level one, 18 participants in level two, seven participants in level three and two participants in level 4. However, N. Tiedt stated that sometimes a level four will remain a while longer in the program if they are currently enrolled in school.
- T. Diedrick asked how much further the two participants in level four have to go in the program. N. Tiedt stated that they are extremely close to graduation.
- N. Tiedt continued with the reports stating that there were four new contracts for December of 2014. There was one graduate in December. For escrow accounts, there are 36 open accounts. There are 62 homeowners on the program.
- G. VASH Reports (active VASH, new VASH)  
N. Tiedt reported that there were no new VASH Voucher recipients in December of 2014 and there were a total of 18 active VASH voucher holders.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
P. Leifker reported that in December of 2014, there were two new investigations assigned, five previous investigations closed, and two investigations still being active. Only one application has been processed thus far, which was from Green Bay and has been approved. The fraud investigation broken down by Municipality for December of 2014 includes six within Green Bay and one in Bellevue.
- P. Leifker stated that four cases were denied by Langan that were not previously denied by ICS as Langan was able to find information from sources that Integrated Community Solutions cannot access.
- I. Quarterly Active Cases Breakdown Report  
P. Leifker reported the breakdown of active case loads by type stating that 52 percent of our active case loads have a head of household who is elderly or disabled, 37 percent have a head of household who is not elderly or disabled but they do have an earned income, seven percent have a head of household who is not elderly or disabled or have an earned income but they do have children in the household, and 2 percent have a head of household who is not elderly or disabled, has no children, and is not working.
- J. Quarterly End of Participation Report  
P. Leifker reported the breakdown of fourth quarter terminations. There were 114 port outs absorbed. Two additional areas with an extensive amount of terminations were for violation of family obligations and voluntary terminations.
- A. Hartman asked if the data for port out absorbed terminations were typical for the end of the year. P. Leifker confirmed her inquiry that this was typical.

K. 2014 End of Participation Report.

P. Leifker reported the end of year report for End of Participations, noting that again the biggest categories were port out absorbed, violation of family obligations and voluntary terminations.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

5. Approval of revisions to Chapters 5 (Briefings and Voucher Issuance) and Chapter 17 (Project Based Vouchers)

P. Leifker discussed the revisions to Chapter 5, titled Briefings and Voucher Issues. The revision is in regards to Suspensions of Voucher Terms where the word "not" will be removed from the policy: "When a request for Tenancy Approval and proposed lease is received by the PHA, the term of the voucher will not be suspended while the PHA processes the request". Removing "not" will benefit the client in that if they submit a Request for Tenancy Approval, the time on their voucher will stop. If a client submits a Request for Tenancy Approval, it may take upwards of two weeks to process their RTA. As the policy currently stands, the client would not get those two weeks back on their voucher if their RTA is denied, or for another reason the unit cannot be approved. By removing the "not", the client would be able to take the two weeks that their case was on hold and add that time to the end of their voucher timeline, giving them more time to find a different unit.

A. Nicholson asked to have that explanation restated. P. Leifker elucidated, that a client is given a specific amount of time on their voucher. The current policy states that during the time when a client is being evaluated to determine whether they qualify for portability or housing quality standards, for instance, that client is still using their voucher time. ICS proposes that the Authority does not hold the client accountable for the time it takes to process the case, if the case ends up being denied.

A. Nicholson inquired why "not" was in the policy to begin with. P. Leifker stated that he wasn't here when the policy was created and there was not any record or documentation for why it was originally there.

A. Nicholson asked what the benefit would be to keep the policy the way it is. P. Leifker stated that there was no benefit of the original policy to ICS's understandings. R. Hallet stated that a potential reason of having this original policy was to speed up the transition of tenancy; if one client was expected not to work out one may think that it would be best to provide the voucher to another client that might work out better. Nevertheless, it would make more sense to provide the client with an extra week or two rather than to start all over with a new client.

T. Diedrick asked whether the Authority would like to make a motion regarding this chapter or wait until the next chapter was discussed. The Authority decided to wait to hear the revisions of the next chapter before making a motion.

R. Hallet continued with the agenda item by discussing revisions made to Chapter 17, titled Project Based Vouchers. The model Administrative Plan from Nan McKay & Associates was used to make revisions to the current BCHA Administrative Plan. In addition, the revised areas also include sections where the Housing Authority had adopted language that was different than Nan McKay & Associates' Plan.

Accordingly, R. Hallet verbally discussed a summary of revisions made to Chapter 17 on a page by page basis.

A. Hartman asked a question about the language regarding termination of HAP for tenants in wrong sized or accessible units (page 44). A. Hartman inquired whether the family, who is living in a wrong

sized or accessible unit due to a change in household, has to be looking for a new house to more appropriately meet the family's current needs. R. Hallet stated that the PHA will offer the family another form of assistance that is not a tenant-based voucher, and if the family does not accept the offer, does not move out of the PBV unit with a reasonable time as determined by the PHA, or both, the PHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by the PHA and remove the unit from the HAP contract.

A. Nicholson asked R. Hallet what floor rent was, referring to the revisions made on page 51 and 52 of Chapter 17. R. Hallet stated that in situations where the Fair Market Rent decreases per HUD regulation, then the rent determined by the PHA may have to additionally decrease. In this instance, it may be helpful for the BCHA to establish a floor rent, to prevent rent from decreasing too low. R. Hallet went on to recommend that the BCHA would not establish a floor rent to avoid possible errors when Fair Market Rent decreases.

A. Nicholson proposed to hold off approving the revisions to allow the Authority time to review each revision. A. Nicholson additionally asked if there was a rush on needing to approve the revisions. R. Hallet stated that it was Cardinal Capital who wanted these revisions as they expect people to begin applying to live in Veteran's Manor soon. Nevertheless, R. Hallet stated that the Authority may wait to approve changes until a later meeting as Cardinal Capital has not inquired further about the revisions.

R. Hallet stated that she will email the Authority with the Chapter 17 revisions which will give additional time to for Authority members to call in or email any questions they may have.

A. Nicholson additionally had a question regarding RFP advertising in which R. Hallet stated that she could answer that question easily right away. The question was in regards to page six of Chapter 17. R. Hallet stated that the BCHA has to specifically state where RFP proposals will be advertised. The other change was the frequency at which an advertisement has to be published. The original policy is not a HUD regulation and so R. Hallet proposes condensing the amount of advertisement for RFPs. R. Hallet also wanted to speed up the process of when proposals were due, changing the policy from 30 calendar days to 7 calendar days.

A. Nicholson asked what the RFP's would be for. R. Hallet stated that it could be for new construction or rehab or for existing properties but this specific policy is in regards to landlords competitively bidding for project based vouchers.

A. Nicholson asked another question regarding provisions to exceptions for the 25 percent project cap on page 14 and 15 of Chapter 17. R. Hallet explained that in projects that are not specifically for elderly or disabled, and if the property is not a single-family building, then there is a cap to how many units within that project that can be project based. This is to encourage mixed-use so that a project is not all low-income people. In addition to the exemption for projects that are designated for elderly or disabled, there is also an exemption for a project if the families are receiving supportive services. The housing authority or landlord does not have to provide supportive services; they can connect the family with other services in the community but they would have to monitor the family to ensure they are using said supportive services.

A. Hartman stated that she would like to hold off on approving these revisions for one month. M. Roberts asked if it would be possible to go ahead and approve Chapter 5 today and only hold off on approving Chapter 17 until next month.

A motion to approve revisions made to Chapter 5 was made by C. Goddard.

A. Nicholson asked why these two items were not separated on the agenda. R. Hallet stated that on past agendas, items of this nature were not separated as multiple items but in the future this format could be changed to reflect separate items.



C. Goddard's motion to approve revisions to Chapter 5 was seconded by A. Hartman. Motion carried.

A motion to table the discussion and to wait to approve Chapter 17 for another month was made by A. Nicholson which was seconded by C. Goddard. Motion Carried.

**INFORMATIONAL:**

6. Collection of repayments for non-fraud overpayments through TRIP

R. Hallet reminded the Authority that the BCHA has been collecting overpayments for fraud through the TRIP program. However, there are some cases that are not fraud but rather errors in calculation where tenants must repay certain amounts. These cases were not previously being collected through TRIP but in recent discussion with ICS it was decided to additionally collect these debts through TRIP as well. Since TRIP collections must be with a governmental agency, BCHA rather than ICS is responsible for these collections.

S. Schmutzer additionally stated that HUD has a very broad definition of fraud which allows the BCHA to use TRIP for a variety of debt collection activities.

7. Upcoming Audit by the HUD Office of Inspector General

R. Hallet stated that the BCHA is well underway with the audit. HUD's Office of Inspector General has done a risk analysis of all Housing Authorities in our region and has therefore determined that the BCHA would need to be audited. The first phase is considered a survey phase in which they review various components of program administration. If there are no errors in any of these components then the BCHA would not progress to the next stage which is the actual audit. If there are errors, only the particular components with the errors would be audited within the next stage.

T. Diedrick asked what the risk factors were that would determine if a PHA was at a "high risk". R. Hallet stated that one of the biggest factors is how much funding the PHA receives and how large of an area the Authority serves.

T. Diedrick asked R. Hallet to keep the Authority informed in which R. Hallet confirmed.

A. Hartman asked how long this audit process will take. R. Hallet stated that the survey phase will take approximately two months and if proceeding to the audit phase, the audit will take approximately four to six months. The likelihood of progressing to the audit phase is a 50/50 chance.

**BILLS:**

S. Schmutzer stated that checks were cut on December 30, 2014, so that there would not be as many accounts payable for the current calendar year.

A motion was made to approve the bills of December of 2014, by A. Nicholson which was seconded by A. Hartman. Motion carried.

**FINANCIAL REPORT:**

S. Schmutzer stated that she provided a Preliminary Trial Balance on the financial report. This year ICS's monthly financials will be added to the BCHA financial reports on a monthly basis, making the accounting process much easier as reviews can be made monthly as opposed to trying to catch errors on a yearly basis.

**STAFF REPORT:**

8. Date of next meeting: February 16, 2015 (Joint BCHA/ICS Board Meeting)

T. Diedrick stated that the next meeting will be a joint meeting with BCHA and ICS board members.

R. Hallett lastly mentioned that the letter to legislatures that had been prepared to address portability of vouchers was sent and an acknowledgement letter was received from legislative members. A phone conference is currently scheduled with one legislative member.

C. Goddard made a motion to adjourn, seconded by A. Nicholson. Motion carried. Meeting adjourned at 4:02 pm.

sd:rah:jd

**Departmental Openings Summary-February 2015**

**To: Administration Committee**

**From: Child Support Department**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
		NO OPEN POSITIONS		

Ex: Transfer, Wage, Working Conditions



## Child Support Agency Director Summary February 2015

### *Performance Measures Comparisons*

Federal Performance Measures	Brown FFY 9/30/14	Brown YTD 1/31/14	Brown YTD 1/31/15	YTD Improvement 2014 vs 2015	State Average	Brown vs. State
Paternity Establish Rate	109.22%	96.88%	96.70%	-.18%	94.84%	+1.86%
Court Order Rate	89.16%	89.36%	89.69%		87.11%	+2.58%
Current Support Collection Rate	76.61%	76.48%	77.73%		73.30%	+4.43%
Arrears Collection Rate	69.01%	51.46%	52.39%		50.43%	+1.96%

As of January 31, 2014	Brown County 09/30/14	Brown County 1/31/15	Difference 2014 vs 2015	Statewide total	Statewide % of increase
Caseload size	14,198	14,300	+102	367,085	7%

### *Director Updates*

#### **STAFFING UPDATES**

**Child Support Specialist** – Chelsea Brien joined the Child Support team on February 9<sup>th</sup>. Chelsea has a Bachelor's degree from UWGB in Social Work/Human Development and has worked in the Birth to 3 Program providing case management services. She has also performed duties as a Line Therapist for children with Autism and is very familiar with the challenges community members face when attempting to connect with appropriate resources within the community.

The agency has also finished interviews to fill the last remaining vacant Enforcement Specialist position. The offer of employment is expected to be made the week ending February 20<sup>th</sup> and we are extremely excited to announce that we will be fully staffed!

#### **SPSK GRANT UPDATES**

**Curriculum** – The department is currently conducting 16<sup>th</sup> round of parenting and employment services classes which occur during the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of each month from 9am-2pm in room 200. As of January 21, 2015, there are a total of 330 enrolled participants, 165 “regular” services and 165 “extra” services. Of the extra services group, approximately 80% are employed or have been employed while enrolled in the grant. Continuing case management is ongoing for any extra services enrollee at any-time they are not employed.

We have made some adjustments in child support case management duties. Susie Berth is now fulfilling the SPSC case coordinator position on a full time basis. Natalie Bridenhagen and Lisa VanPay continue to assist with randomization of new enrollees into the grant and Karen Ferry is beginning the rigorous training process with the Institute for the Research on Poverty to join the SPSC CSA team in fulfilling agency responsibilities to the grant.

## WORK GROUP UPDATES -

Team (Together Everyone Achieves More) – TEAM is working through the Review and Adjust process to put together instructions for staff to reference.

Website – This workgroup group is making adjustments and testing the layout of the website. A meeting is planned to review the testing phase.

Scanning (a/k/a Laser fiche) – This group is testing “quick fields” to bulk scan health insurance and wage verifications.

Clean Team – The team has put procedures in place that seem to be working as designed; small changes have been implemented to keep our area clean.

W: Drive – Continuing maintenance is ongoing, as needed.

Fun- Shine – The group is considering implementing an “employee of the month” program. They plan to have more discussion.

Legal Clinic – The group is moving forward without a lead attorney. Karen Ferry will be participating with the intake process. The paralegals under Attorney Laura Nelson will provide procedural information and guidance with legal forms. A “walk through” of the clinic area will be scheduled in March 2015. All office products have been secured and systems are ‘go’ to begin the journey...

## LEAN UPDATES & HAPPENINGS:

The agency is in the preliminary stages of scheduling the Review and Adjust Value Stream Map. A collaborative meeting the facilitators Chad Doverspike and Scott Anthes was held on February 17<sup>th</sup> with Team Lead, Amy Vann. Tentatively the event is scheduled for March 25 & 26. Invitations will be extended in the near future to stakeholders/participants-we also anticipate new departments will join us to gain insight into Brown County’s VSM lean kaizen process.

# **CORPORATION COUNSEL OFFICE**

## **MONTHLY REPORT JANUARY 2015**

### **CORPORATION COUNSEL**

**ADMINISTRATION:** Discussion with Director of Administration, Chad Weininger, regarding closed sessions and County Administrative functions. Discussion regarding Bonding issues and account designations.

**AIRPORT:** Review the opinion written by the Airport's legal counsel Gary Wickert regarding the termination and rehire of an employee by Pro-Tec for security at the airport and the rights of the airport Director in allowing said employee to work at Austin-Straubel in the future. Respond to email from Airport director on employee dismissal and litigation as a result of said dismissal. Discussion with Attorney Bob Burns regarding the airport and reinstatement of a Pro-Tec employee. Discussion with Tom Miller as to his response to the National Labor Relations Board (NLRB) request to answer questions regarding Pro-Tec's discharge and NLRB mandate to rehire an employee by Pro-Tec, which employee is banned from employment at the airport, and the obligation, if any, for Mr. Miller to answer their questions. Redraft the Resolution for Brown County (Airport) to petition for funding from the state and federal government for improvements at the airport, as well as appointing the Secretary of Wisconsin Department of Transportation as the agent for Brown County on said project. Discussion with Tom Miller as to the changes made to the Resolution and Agreement. Discussion with Attorney Gary Wickert regarding security issues at the airport and the National Labor Relations Board decision pertaining to union members as it relates to work rules and how to resolve said issue.

**BUDGET:** Review the Department's 2015 Adopted Budget numbers for any corrections. Review the final budget document.

**CIRCUIT COURT:** Research and respond to questions by Clerk of Circuit Court regarding fees for the Courts and waiver of said fees.

**CLAIMS:** Review claim of Warren C. Heyn for vehicle damage at Austin Straubel Airport allegedly as a result of the worker mowing the lawn and spraying the vehicle with dirt and clippings. Review the order and dismissal of Richard Muth's claim which alleged violation of Wisconsin Fair Employment law by Brown County. The Department of Workforce Development dismissed with prejudice Mr. Muth's complaint for not cooperating. Review claim of Jauquet Lumber Co. for damage to vehicle from an accident when allegedly a snowplow driver pulled out in front of the Jauquet Lumber Co. vehicle.

**CONTRACTS:** Review and edit the Community Action for Healthy Living Contract for contracted services with the Health Department. Review and comment per request of Internal Auditor on the Municipal Maintenance Agreement with Public Works Department. Review and comment on the Motorola Services Contracts for the Public Safety department which include the Contract for the equipment for 2015, as well as the

Service Agreement, Terms & Conditions and Statements of Work. Review and comment on the Magnet Forensics License Agreement which is an Internet Evidence finder software program for the Sheriff's Department. Review and edit the Fox River Professional Building Lease Extension. Redraft the Agreement between Brown County (Airport) and the Secretary of Wisconsin Department of Transportation for funding for improvements at the airport. Review and edit the PolicyStat Agreement, Attachment E and the Standard Contract between PolicyStat and Community Treatment Center for software maintaining their policies. Review changes made to the Motorola Contract and compare to my suggested changes making comments on what can be agreed to and what should not be agreed to in their contract and the reasons why. Review the changes made to the Maintenance Agreement template for Public Works to use for services requested by other government entities within the County. Review the changes and comments from Relias for learning services for the Human Services workers and make comments and accept some of their changes. Review and comment on the Genesis Maintenance Support Agreement for the Public Safety Department. Review the Cooperative Agreement between the Child Support Agency and Corporation Counsel Office and make changes to said agreement.

**CORPORATION COUNSEL:** Review and sign the Guardian Ad Litem Services Agreements with the County. Draft notes on Robert's Rules of Order for Assistant Corporation Counsel to serve as Parliamentarian for County Board meetings. Discussion with Deputy Corporation Counsel for an update on her projects for last month. Discussion with administrative staff regarding the small claims cases and several issues which arose with service and payments. Discussion with Assistant attorneys regarding the County Board meeting agenda items. Review resolution for increase of services for Health Educator based on grant received for said services. Discussion with Marie Lasecki regarding the retention of original documents verses scanning said documents for storage purposes for the LEAN discussion she was participating in.

**COUNTY BOARD:** Discussion with County Board Supervisor regarding emergency detox for the residence of Brown County and the statutory requirements for the County. Discussion with Attorney Rebecca Lindner regarding emergency detox for residence of Brown County.

**COUNTY EXECUTIVE:** Attend the Monday morning meeting with County Executive regarding personnel issues and office updates. Discussion with County Executive on conflict of interest rules dealing with committee appointments.

**COURTS:** Review more Guardian Ad Litem contracts and execute said agreements with the assigned court appointed attorneys. Draft letter to the court requesting the removal of the small claims trial from the Court's calendar on case No. 2-14 SC 6523, Brown County v. Anab Negeye, for library materials and fines due, as she has entered into a payment agreement with the library.

**EDUCATION AND RECREATION:** Review the file with the history involving the Oneida Tribe and ownership of the land that the County is requesting two Easements on, one for the Golf Course access and one for County property around the Golf Course property, in preparation for the Committee meeting.

**FINANCE:** Discussion with Finance regarding the use of W-9 forms.

**HEALTH DEPARTMENT:** Research issue for Health Department on Committee appointments. Address questions regarding closed session language for the Board of Health meeting. Answer questions of Health Director regarding Duke Energies and the Shirley Wind Turbines scheduled for the Board of Health meeting January 20th. Telephone call from Barb VandenBoogart regarding the Shirley Wind Farm and citizens in Glenmore. Discussion with Judy Friederichs regarding closed session language for an evidentiary hearing for licensing of a tattoo establishment. Draft closed session language for the Board of Health meeting for the evidentiary hearing. Meeting with Barb VandenBoogart regarding the January 20<sup>th</sup> Board of Health meeting and Duke Energies. Discussion with Dr. Tibbets regarding his membership on the Board of Health. Discussion with Audrey Murphy, Chair of Board of Health, as to procedures at meetings regarding public comment and the restricting of the time for speakers; how to run the special meeting; and the allowance of a gathering of the Board members for social events. Review documents for the Board of Health meeting. Review letters sent from Attorney Ed Witte, attorney for Duke Energies. Discussion with Judy Friederichs regarding a special meeting of the Board of Health and wording for said meeting. Discussion with Judy Friederichs regarding an oral open records request from the news media regarding an individual applying for a tattoo license for an establishment. Research sexually transmitted diseases and controls thereof for discussion with the Brown County Health Director. Discussion with Attorney Ned Witte regarding the Health Board meeting and the letter he sent for the board's review wanting to discuss said letter and cancel January 20<sup>th</sup> meeting. Telephone conference with Attorney Witte, who was arguing that the County lacks jurisdiction regarding the Shirley Wind Turbines as a human health hazard. Respond to issue presented from the department on how to correct errors found in the ring binders sent to the Board of Health incorrectly stating the individual's credentials and other errors in reference to the Shirley Wind Turbines. Review additional documents sent to the Board of Health on the Shirley Wind Turbines and prepare for the Board meeting. Research the law dealing with Human Health Hazards and wind turbines in preparation for the meeting. Discussion with Patti Semester at Health Department regarding redacting of documents before they go to the Board of Health. Attend the Board of Health Special Meeting regarding information gathering on the Shirley Wind Turbines. Discussion with Barbara VandenBoogart regarding the Board of Health Special Meeting for the presentation by Duke Energies of their position on the Shirley Wind Turbines. Respond to questions of the department on the video the department may acquire from Mr. VandenBoogart from the special meeting dealing with the Shirley Wind Turbines. Discussion with Attorney Ned Witte regarding his inquiry as to the Board of Health's next move regarding the Wind Turbines.

**HIGHWAY:** Research the signing of documents in the absence of a Highway Commissioner.

**HUMAN RESOURCES:** Review candidate's resumes for the Human Resources Director position in order to prepare for the interviews with said candidates. Review the interview questions for any comments, additions or corrections for the second round of interviews on the three candidates. Participate in second round of interviews on final candidates for



Human Resources Director. Discussion with Todd VanDenHeuvel regarding worker's compensation issue.

**HUMAN SERVICES:** Meeting with Attorney Wagner and Human Services Supervisor, Lana Cheslock, regarding the chargeback amounts for the Termination of Parental Rights attorney and the attorney for Children In Need of Protection, and discussion regarding the state contract for matching funds in this matter. Discussion with Althea Noukki, Brown County Psychologist from the Child and Adolescent Behavior Unit, regarding the unauthorized signing of contracts. Discussion with Althea Noukki regarding HIPAA violations and the need to report. Review the resolution to increase hours for the Human Services Clerk and approve as to form.

**INTERNAL AUDITOR:** Discussion with Internal Auditor as to the terms of a County contract and the effect of the inspection/audit clause. Research tax code to answer questions for Internal Auditor on the County's tax exempt status.

**LABOR:** Complete work on brief for the dismissal of the Prohibited Practice of the Correctional Officers and send to the Wisconsin Employment Relations Commission as well as the Complainant Nick Dequaine. Schedule mediation sessions for the Non-supervisory Deputy Sheriff's with the hearing examiner and opposing counsel. Discussion with Attorney Cermele for the non-supervisory Deputy Sheriff's regarding the mediation sessions. Discussion with Todd VanDenHeuval regarding the upcoming labor mediation with the Non-supervisory Sheriff Deputies and what needs to be prepared for said meeting. Review notice from Wisconsin Employment Relations Committee (WERC) regarding the withdrawal of the Correction Officer's Prohibited Practice Complaint based on the arguments made by Corporation Counsel in a brief to the WERC.

**LIBRARY:** Discussion with Otnie Dechert, Library Supervisor who handles the small claims matter, as to the status of the library small claims cases and updates for going into court. Discussion with Kathy Pletcher regarding the Library Board motions for the new library candidate selection.

**MUSEUM:** Review Museum billing statement and related documents sent by the Museum Director to research and answer questions on the request for copies of materials from the Neville Museum, and request more information of the Museum in order to answer their questions.

**OPEN RECORDS:** Complete the count of documents submitted from Public Works Department, and draft the letter to Construction Business Group as to their costs for the Asphalt Plant request. Review file requested from Health Department on Mr. Anthony Kitchenakow from the press as it relates to a tattoo/body piercing establishment license. Send a copy of the open records request for information on the Brown County Drainage District to the County Treasurer. Draft letter of acknowledgement to Alwin Baeten regarding the request for the amounts of money collected by the Brown County Drainage District No. 4 for the years 2004 through 2014 and the expenses paid in this regard. Review 122 documents for the records request of Alwin Baeten and draft letter for costs due on the request. Review requested documents sent to Lt. Phil Steffens regarding an open records request and response to said request. Review documents and address the

open records request received from attorneys representing Jessica Reimer regarding an incident at the jail. Gather documents for Health Department's open records request regarding information exchanges between the County and Duke Energies. Complete the open records request for Alwin Baeten regarding the Brown County Drainage District No. 4. Complete the open records request of Construction Business Group on the Asphalt Plant. Review open records request of Brad Austin and forward the request to the Internal Auditor to gather the appropriate documents. Work on completing the amended open records request received from Construction Business Group on the mental health center, and request more information from the Public Works Department.

**PLANNING:** Discussion with Jim Wallen the history behind the Oneida Easements for the Parks Department and prepare for attendance at the Parks and Recreation Committee Meeting. Discussion with Chuck Lamine and the open records request received for the Brown County Drainage District information.

**PORT AND RESOURCE RECOVERY:** Draft the Third Amendment to the Agreement between Fox River Fiber and Brown County. Review the Fox River Fiber file and discuss with Dean Haen the implications of an email from Fox River Fiber as to cut the amount of sludge accepted by the BOW group (Brown County, Outagamie County and Winnebago County) and how to respond to said email. Discussion with Dean Haen regarding the Third Amendment to the Fox River Fiber Agreement and agreed upon changes to be sent to the BOW parties for review prior to sending to Fox River Fiber. Review the original Project Partnership Agreement, two amendments, the Cost Share Record Spreadsheet and letter of Attorney John Luetscher in regard the Department of the Army and Brown County for construction of dredged or excavated material disposal facilities for CAT Island and discussion of the materials and recommended amendments with Dean Haen. Review changes that were made to the Fox River Fiber Amendment and send comments to the members of BOW.

**PUBLIC WORKS:** Review document for County Board regarding weight and length limits for Husbandry and Agricultural vehicles and the issues with said documents which need to be corrected. Research state statutes on ordinances in strict conformity with the state law. Discussion with Paul Fontecchio regarding the weight and length limits for Husbandry and Agricultural vehicles and drafting of an ordinance to reflect the same. Review changes made by Paul Fontecchio to the ordinance regarding Husbandry and Agricultural vehicles and edit said changes.

**PUBLIC SAFETY COMMUNICATIONS:** Review inquiry as to disclosure of health information to relatives and respond to questions from department.

**RISK MANAGEMENT:** Discussion with Barb West, Risk Manager, regarding serving beer at the Zoo for an event and the criteria necessary to abide by the law in that regard. Discussion with Barb West on the Fox River Professional Building Lease Extension.

**SHERIFF'S DEPARTMENT:** Discussion with Lt. Phil Steffens on an open records request for video and documents from an arrest. Research exemptions for Lt. Steffens for his response to the open records request of the video and arrest records. Respond to his inquiries in this regard.

**TECHNOLOGY SERVICES:** Attempt to access the agenda for the Technology Steering Committee Meeting for Monday. Attend meeting of the Executive Steering Committee for the Technology Services department.

## **LITIGATION UPDATE**

**FORECLOSURES:** Review the Notice of Motion and Motion for Default Judgment of Foreclosure regarding FNMA v. Miguel A. Lopez et. al.

**SMALL CLAIMS:** Prepare and review thirty-three small claims cases for court regarding library fines and park event reimbursements. Attend court for the thirty-three small claims cases and schedule trial on one such case. Prepare for trial on a library fine matter regarding Anab Negeye, who is disputing she owes said amounts. Discussion with Otnie Dechert, Library Supervisor, regarding the Anab Negeye matter and Anab Negeye's signing of an agreement to pay for the materials and fine. Draft Stipulation and Dismissal on Anab Negeye, continue to prepare for trial if she fails to sign the stipulation. Received signed stipulation from Anab Negeye, make copies, draft cover letter and file with the Clerk of Courts to remove trial from the Court Calendar.

## **DEPUTY CORPORATION COUNSEL:**

**BROWN COUNTY BOARD OF SUPERVISORS:** Prepare for attending Meeting of the Brown County Board of Supervisors in Corporation Counsel, Juliana Ruenzel's, absence; Attend said meeting in Corporation Counsel Ruenzel's absence.

**COUNTY TREASURER'S OFFICE (In Rem Foreclosures for 2015):** Communication to and from Brown County Treasurer, Paul Zeller, regarding the process for requesting a Default Hearing following expiration of the redemption period and answering deadline governing In Rem Foreclosure actions; Attention to email correspondence from Judge Hammer's judicial assistant regarding the same; Communication to and from County Treasurer, Paul Zeller, in response thereto.

**COUNTY TREASURER'S OFFICE (Litigation):** Communication with Attorney Eric Erdman in regards to his clients' Proposed Stipulation in the Schmitt v. Schmitt Park Swim Club, Inc., et al. matter; Review of said Stipulation for purposes of discussing with Brown County Treasurer, Paul Zeller; Communication to and from County Treasurer, Paul Zeller, in regards to the same.

**COUNTY TREASURER'S OFFICE:** Meeting with Brown County Treasurer, Paul Zeller, regarding Brown County's current process for selling properties foreclosed upon pursuant to the In Rem Foreclosure process of Wisconsin Statutes, Chapter 75; Review of the governing procedures specific to the notice requirements and bidding requirements in follow up to said meeting; Review of Treasurer, Paul Zeller's, proposed revision to the Brown County Administrative Policy governing the same; Follow-up email communication to Treasurer, Paul Zeller, in response thereto.

**BROWN COUNTY CLERK OF COURTS:** Teleconference with Clerk of Courts, John VanderLeest, regarding enforcement of Brown County Code of Ordinances, Ordinance 3.30, banning the use of cameras and digital copying in specified areas within the County; Research in anticipation of meeting with Clerk of Courts, VanderLeest, in follow up thereto.

**LIBRARY:** Communication to and from Outagamie Corporation Counsel, Joe Guidote, requesting that he accept Service of Brown County's Summons and Complaint to collect against Outagamie County on the outstanding Library Services Invoices owed Brown County under the then-governing law; Draft of Summons and Complaint regarding the same; Filing of said Summons and Complaint; Per Attorney Guidote's response to the aforementioned request, draft of Admission of Service to accompany the Summons and Complaint being sent to Attorney Guidote following said filing of the same; Send documents to Attorney Guidote with a cover letter of explanation; Filing of Admission of Service upon receipt of an executed copy from Attorney Guidote; Communication to and from the Brown County Library Board and Interim Director regarding the filing of said lawsuit and what to expect as a result thereof.

**LITIGATION (GetMOR):** Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session. [For the Month of December]:

Prepare for going into closed session at the December meeting of the Brown County Board of Supervisors to provide an update on the GetMOR litigation; Attend said meeting for purposes of the same. [For the Month of January] Communication to and from Attorney Randall Gast, counsel for GetMOR, regarding extending the deadline for naming additional parties to the pending litigation; Draft of a Proposed Stipulation and letter to the Court as a result of said communications.

**HUMAN SERVICES/HUMAN RESOURCES (Economic Support):** Attention to voicemail from Jenny Hoffman regarding the proposed Memorandum of Understanding between Economic Support and the Sheriff's Office mandated by the Fraud Prevention and Investigation Program administered by Brown County, as Lead member of the areas' Fraud Prevention and Investigation Consortium under Wisconsin Statutes; Teleconference with Jenny Hoffman in follow up thereto.

**PLANNING AND LAND SERVICES:** Review of continued email communications from an unhappy loan recipient under the Community Development Block Grant ("CDBG") Housing Program; Review of the recipient's complaint recently filed with the Wisconsin Department of Agriculture, Trade and Consumer Protection ("DATCP"); Several

communications to and from CDBG Program Administrator, Aaron Schuette, regarding said complaint and threatening emails subsequent thereto; Review of Administrative Procedures governing complaints filed with the DATCP; Review and approval of letter drafted by Program Administrator Schuette in advance of sending to the recipient in response thereto.

**PARKS AND RECREATION:** Continued research in response to previous teleconference with Parks Director, Matt Kriese, inquiring into whether the Parks Department could handle the issuance of citations and collection of forfeitures/fees associated with violations of the Parks Department's trail pass mandate enacted under Chapter 8 of the Brown County Code of Ordinances; Draft in-depth Memo to Director Kriese memorializing my findings related thereto; Teleconference with Director Kriese to discuss the contents of said Memo in advance of his attendance at the Parks and Recreation Committee Meeting; Follow up communication from Director Kriese after his attendance at the Meeting.

**PORT & RESOURCE RECOVERY:** Attention to numerous emails from Attorney Callaghan of Michael Best & Friedrich, LLP, Counsel retained by Brown County for purposes of assisting in Port and Resource Recovery's response to the U.S. Army Corp. of Engineers' newly added contingencies for closure and transfer of Renard Island, regarding his Opinion Letter pertaining to the issue of Lake Bed Grants versus a Chapter 32 permits; Review of said Opinion Letter; Communication to Attorney Callaghan in response thereto.

**PORT & RESOURCE RECOVERY (Contract Review):** Review and revision to the proposed Amazon Affiliate Agreement; Communication to and from Barb West and Mark Walters in regards thereto.

**PUBLIC SAFETY (Contract Review):** Teleconference with Public Safety Director, Cullen Peltier, and John Lampkin regarding my previous email communication, advising them of Brown County's contractual rights following Airadigm Communications' request for termination of its current contract with Brown County to lease antenna space on the County's Duck Creek Tower cite; Compose questions for Airadigm Communications to answer in advance of deciding whether and under what terms to allow said termination; Review of Airadigm Communications' answers to said questions; Follow-up teleconference with Director Peltier and John Lampkin regarding the same; Attention to the revised termination settlement proposal from Airadigm Communications following Brown County's rejection of its initial offer; Email communication to Director Peltier and John Lampkin with my thoughts and advice in response thereto.

**PUBLIC WORKS/HIGHWAY DEPARTMENT:** Communication to and from Dale Raisler regarding my attendance at an upcoming LEAN Event on Brown County's Right-of-Way Condemnation process; Discussion with Paul Fontecchio in follow-up thereto; Teleconference with LEAN Facilitator, Doug Marsh, in attending said LEAN Event; Review of Brown County's current process, as well as the governing condemnation laws, in anticipation of attending the same.

**PUBLIC WORKS/HIGHWAY DEPARTMENT:** Review of file and governing laws in anticipation of meeting with Paul Fontecchio to discuss Brown County's response to the proposal of Attorney Ryan Krumrie for settlement of his clients' claim to additional compensation for the Highway Department's partial taking of their property during the GV Construction Project; Attend said Meeting for purposes of the same; Research case law governing compensable proximity and utility severance damages and review of the Appraisal submitted by Attorney Krumrie's clients in light thereof; Draft letter to Attorney Krumrie rejecting his settlement offer, explaining Brown County's basis therefor, and proposing a counter-offer in place thereof; Communication to Paul Fontecchio regarding the same.

**SHERIFF'S OFFICE:** Teleconference with Deputy Darryn Davidson in follow-up to meeting with Attorney Lindner and Lt. Cuny regarding the potential enactment of a communication policy for the Sheriff's Office Jail and Transport Officers to follow.

**SHERIFF'S OFFICE:** Teleconference with Captain David Konrath regarding the legality of imposing a "cooling off" period before returning weapons that were confiscated during a welfare check that did not result in a commitment under governing law; Meeting with Attorney Wagner and Attorney Lindner in regards to the same; Follow-up communication with Captain Konrath.

**SHERIFF'S OFFICE:** Prepare documents in response to Open Records Request served upon the Sheriff's Office as the custodian of said documents; Draft letter consistent with Wisconsin Statutes, Chapter 19, to accompany the documents being sent in response to said Open Records Request; Communication to and from Brown County's WMMIC-appointed attorney, Sam Hall, regarding the same.

**VETERANS DEPARTMENT (Contract Review):** Communication to and from counsel for the University of Wisconsin – Green Bay in follow up to my review of and revision to his proposed Affiliation Agreement for the acceptance of UWGB students as interns with the Brown County Veteran's Court; Subsequent communication with UWGB counsel regarding future agreements regarding the same.

## **GUARDIANSHIPS/PROTECTIVE PLACEMENTS:**

### **Register in Probate Office:**

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 2
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 5
- Temporary Guardianship hearings (Ch. 54): 6
- Scheduling Conferences for contested cases (Ch. 54/55): 8
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 9

### **Judicial Hearings / Court Commissioners:**

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 2

- Brown County Settlement Agreements (Ch. 51): 9
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 3

**Judicial Hearings / Judge Walsh and Judge Atkinson:**

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 4
- Brown County Settlement Agreements (Ch. 51): 3
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 1
- Final Civil Mental Health hearings (Ch. 51): 7
- Civil Mental Health Extension Hearings (Ch. 51): 6
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 7
- Annual Protective Placement Review hearings (Ch. 55): 6
- Guardianship hearings (Ch. 54): 14
- Protective Placement hearings (Ch. 55): 12
- Petition to Terminate Adult Guardianship hearing: 1
- Petition for Involuntary Medication Order (Ch. 51): 1

**Other Work:**

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County representatives regarding on-going emergency detention procedure in Brown County
- HIPAA research/analysis/procedures: on-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, review of Business Associate Agreements to be in compliance with current policies
- Meetings with office attorneys about on-going cases

- Children in Need of Protection and Services temporary physical custody hearing
- Termination of Parental Rights conversion to a Chapter 48 guardianship, work with social workers, meet with staff and prepare petitions
- On-going planning and discussion with human service directors from Brown, Door, Oconto and Marinette counties about financing and re-structuring the court room at the Community
- Consultation with District Attorneys and Circuit Court Judges on conversions from criminal commitments to Chapter 51 civil commitments, appear at court hearings regarding placement options and appropriate actions and facilities
- Phone conference with Supervisor Robinson regarding AODA services and Brown County's current options for detoxification services,
- Meeting with community partners and Green Bay Police Department regarding detoxification options and solutions for Brown County residents
- Meeting with interim Human Services Director about payment for reconstruction of courtroom at the community treatment center
- Meeting at Bellin Hospital with Emergency Services director regarding meeting timelines for Chapter 51 72-hour hearings and holding hearings at the hospitals
- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates

#### **CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):**

1:45 Emergency Hearing with Court Commissioner: 9  
 Pretrial Conferences: 4  
 Plea/Disposition Hearings: 17  
 Status Hearings : 6  
 Extension/Permanency Plan Review Hearings : 8  
 Contested Motion Hearing : 1  
 Petitions Filed: 8  
 Appointment with Social Worker: 22  
 Discovery Requests filled: 16  
 Calls from Social Workers: 352  
 Calls with the Court: 72  
 Calls with outside Attorneys: 49  
 Calls with Witnesses: 1

Juveniles  
 Case Review  
 Guardianship Hearings: 2



HIPAA Meeting: 1  
CHIPS (other):  
Settlement Meeting: 1  
Child in Need of Protection or Services Fact Finding Trial Prep  
Child Protective Services Supervisors Meeting: 1  
Child Advocacy Center  
Monthly Child Advocacy Center Case Review Meeting  
Trainings  
Medical Abuse and Neglect Training – Abusive Head Trauma  
Mental Health/Adult Protective Services  
Adult Guardianship Hearings (APS): 1  
Bereavement Leave: 3 days

**TERMINATION OF PARENTAL RIGHTS (TPR):**

File Review  
Petitions Prepared 2  
Letters to Counsel 6  
Calls to/from Brown County Human Services 9  
Meeting with Social Workers 10  
Email to/from Brown County Human Services 20  
Email to/from Clerk of Court 1  
Phone calls w/ Defense Counsel 4  
Prepare Formal Discovery Response 1  
Publication Notices Prepared 2

**Guardianship (Ch. 48)**

Hearings: 2  
Court Reports Reviewed 2  
Calls to/from Social Workers 5  
Call to/from Clerk of Court 5  
Meet w/ Social Workers 7  
Emails to/from Brown County Human Services 22  
Petitions Prepared 10  
Guardianship Orders Prepared 2

**Child in Need of Protection or Services**

Plea/Disposition Hearing 4  
Call to/from Brown County Human Services 3  
Temporary Custody Hearing 1

**Mental Health (Ch. 51)**

Probable Cause Hearings 3  
Meetings w/ Social Workers 1



## Technology Services, Monthly Report, Feb 2015

Covers Jan 2015 Technology services activity

### Items of Note

1. 2016 Budget Process
  - a. Staff Reorganization – Initial job descriptions being forwarded to HR (estimate all to HR by end of Feb)
  - b. Planning for 2016 Budget
  - c. 2016 through 2020 draft TS staffing plan in progress.

### Activity Summary for mid-Nov thru mid-Jan

2. Technology Services Closed 591 Work Orders for the month of Jan 2015
3. Staffing Report

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Human Services Project Manager (LTE)	1/14/2014	Old position terminated New Hire in Place as of 2/9/2015	FILLED	N/A
Network Support Specialist	10/31/2014	Transfer to another position	Hold	If approved will transfer funds to permit hiring of **SharePoint Specialist
Premier Technician	1/23/2015	Terminated	Hold	If approved will transfer funds to permit hiring of **SharePoint Specialist

**\*\*Goal is to hire a *SharePoint Specialist* now to permit the SharePoint project to start late this year rather than waiting till 2016. Funding would use existing Network Support and Premier positions (budget neutral). Paperwork will take a number of weeks, and then approvals. Likely to be to Admin committee in April or May – after new Job Description and market assessment.**

### **Project/Activity Updates**

4. 911 Phones and CAD (Computer Aided Dispatch) projects ongoing
5. Avatar "Community Programs" project ongoing
6. Email upgrade from 2003 to 2013 and Domain upgrade nearly complete only 3 departments left. On track to finish by March.
7. Employee ID-Badge Project underway
8. Secure File Transfer tool being installed (started early Feb – target is 1<sup>st</sup> week in March)
9. Human Services CCS billing changes nearly complete (major effort)
10. Orders submitted for 121 Day storage and Squad/DTF storage that were approved in Dec/Jan

Tax payments can be searched by going to: [www.co.brown.wi.us](http://www.co.brown.wi.us) click on **PROPERTY SEARCH** under Quick Links.

**HOMEOWNERS CHECK FOR LOTTERY & GAMING CREDIT DEDUCTION ON PRIMARY RESIDENCE ONLY**

**\*\* A SECOND NOTICE will be sent if you pay in installments.**

For online payments visit: [www.co.brown.wi.us](http://www.co.brown.wi.us) and click **Pay Property Taxes Online** or Toll Free at **1-877-765-4110**  
Point & Pay charges a fee of 2.39% for credit cards. E-check payments are charged \$1.50 per transaction.

✓ Payments in person or mailed to: Brown County Treasurer, PO Box 23600, 305 E Walnut, Green Bay WI 54305-3600  
or in person at **CAPITAL CREDIT UNION LOCATIONS: (LOBBY PAYMENTS ONLY)**

825 Morris Ave, Ashwaubenon

406 Cardinal Ln, Howard

201 W St Joseph St, Allouez

921 S Taylor St, Green Bay

1065 Velp Ave, Green Bay

911 Huron Rd, Green Bay

108 S 5th St, De Pere

2316 Lineville Rd Howard/Suamico


1651 Main St, Green Bay

A payment drop box is located in the Adams Street entrance to the Northern Building (305 E Walnut St, Green Bay)

**ADMINISTRATIVE SERVICES DIVISION  
2014 TO 2015 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Administration</u>			
Professional Services	100.032.030.5708	Financial consulting	17,874
Temporary Replacement Help	100.032.030.5706	Assistance during financial system implementation	39,900
			<u>57,774</u>
<u>Time and Attendance Capital Project</u>	422.032.XXXX	Continuation of project implementation	<u>All funds</u>
<u>Financial System Capital Project</u>	423.032.430.XXXX	Continuation of financial system implementation	<u>All funds</u>
<u>Human Resources</u>			
Salaries Reimbursement	100.064.001.5109	Step appeals as the result of the wage comparability study	75,000
Special Events Lean	100.064.001.5395.001	Continuation of Lean projects	3,150
Professional Services	100.064.001.5708	Management training not accomplished in 2014	34,800
Professional Services	100.064.001.5708	Wage comparability study still in process	9,888
			<u>122,838</u>
<u>Video Conference Capital Project</u>	410.054.402.XXX	Continuation of video conference project	<u>All funds</u>

Approved by County Executive:

  
Signature

  
Date

8, 12

These are the available funds at this time. They may be changed for any audit or adjusting entries.

## HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

Date: February 17, 2015  
To: Administration Committee Members  
From: Warren Kraft – HR Director  
Re: Administration Committee Report

<b>HUMAN RESOURCES ACTIVITY REPORT FOR JANUARY 2015</b>
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**Hires:****Full-Time:**

Clerk of Courts	1
Clerk Typist I	1
Clinical Social Worker	1
Deputy Director – Museum	1
Economic Support Specialist I	1
Facility Mechanic	2
Highway Crew	7
Intake Specialist – Child Support	1
Lead Economic Support Specialist	1
Office Manager I – Public Safety	1
Park Ranger	1
Patrol Officer	2
Telecommunication Operator	1

**Part-Time:**

Library Service Assistant	1
Shelver – Library	1

**Limited Term/Seasonal/On-Call:**

County Board Supervisor	1
LTE Legal Assistant I	1
LTE Social Worker/Case Manager	3

**TOTAL HIRES:** 28

**Separations:****Full-Time:**

Assistant Airport Director	1
Assistant Curator	1
Assistant Director of Nursing Home	1
Clerk II – Economic Support	1
Clerk Typist II – Port & Res. Recovery	1
Clinical Social Worker	1
Correctional Officer	3
Economic Support Specialist I	1
Economic Support Specialist II	2
Facility Worker	1
Heath Director	1
Highway Crew	2
Human Services Executive Director	1
Lead Telecommunication Operator	1
Maintenance Mechanic – Airport	1
Organizational Development Coord.	1
Park Manager	1
Secretary – Human Services	1
Social Worker Supervisor	1
Social Worker/Case Manager	2
Telecommunication Operator	1

**Part-Time:**

Housekeeper	1
Library Service Assistant	2

**Limited Term/Seasonal/On-Call:**

County Board Supervisor	1
LTE Bailiff	3
LTE Project Manager – Tech. Svcs.	1
RN Change Nurse – On call	1

**TOTAL SEPARATIONS:** 35

**Departmental Openings Summary – Human Resources Department**

**To: Administration Committee**

**From: Human Resources**

**Date: February 17, 2015**

POSITION	VACANCY DATE	REASON FOR LEAVING (Transfer, Wages, Working Conditions)	FILL OR HOLD	UNFILLED REASON
Organizational Development Coordinator	01/09/2015	Other	Fill	Hold for New HR Dir.
Safety Coordinator	02/01/2012	Other	Fill	Posted/Hiring
Payroll Specialist	03/06/2015	Retirement	Fill	Posted

# HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

February 17, 2015

Committee Meeting Date: February 26, 2015

TO: Administration Committee  
FROM: Warren Kraft  
SUBJECT: February Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

## **Recruitment**

### **Director Level:**

- Human Resources – Hired and being confirmed at the Board of Supervisors Meeting on February 18, 2015.
- Health Department – Hired and being confirmed at the Board of Supervisors Meeting on February 18, 2015.
- Human Services – The top two candidates have completed second interviews and a decision is pending.

## **Insurance Activity**

- Wisconsin Deferred Compensation was available onsite to meet with employees at all county locations to provide program overview sessions and one-on-one meetings. This is an additional deferred compensation plan option now available to employees.

## **Wellness**

- The Brown County Bellin Run Corporate Team has begun preparations for the 2015 Bellin Run registration. The Brown County Team placed 4<sup>th</sup> in 2014 (only one place away from being recognized) as compared to 22<sup>nd</sup> in 2013.

## **Payroll/Kronos**

- The Corrections Officers are now live on Kronos. Public Safety Communications will be next followed by the Sheriff's Department.

## **Classification & Compensation Plan**

- Meeting with the consultant Wipfli on February 17, 2015, to approve salary structure and prepare for presentation to the Board of Supervisors. Once salary structure is approved, the administrative plan to implement and continue the compensation plan will be finalized.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>15-01</u>	01/07/15	Human Services	The TAD grant was awarded through the Department of Justice and later amended. A budget adjustment was not previously completed therefore this one has been prepared on the current budget provided to the Department of Justice.	7	Approved 1/15/15	Y	HHS - 01/25/15 City Bd - 02/18/15	
<u>15-02</u>	1/08/15	Human Services	To record the transfer of budgeted wages and fringe for the Sophie Beaumont receptionist. Due to client needs, the receptionist located at the Sophie Beaumont building will be scheduled for a 40 hour work week rather than a 37.5 hour work week.	1	N/A	N	--	
<u>15-03</u>	1/20/15	Sheriff	This request moves dollars budgeted for State of WI reimbursements for used vehicle inspections from the account it was budgeted in for 2015 to a newly created account to be used for the remainder of 2015. The new account is in the category of intergovernmental revenue and therefore more appropriate than the account used previously.	1	N/A	N	--	J0295 Actual J0203
<u>15-04</u>	1/28/15	Human Services	This request is for replacing the flooring due to survey equipment damage. This is a County-owned building leased to Family Services for use as a CBRF (Community Based Residential Facility). Repairs are necessary to ensure the safety of residents. Our Place services up to 18 residents who have mental or emotional disorders.	5a	Approved 2/4/15	N	Admin Only 2/26/15	
<u>15-05</u>	1/28/15	Human Services	This is a request for changes to the court room to better accommodate the needs of the court. It is estimated that the costs will not exceed \$8000.00	5a	Approved 2/4/15	N	Admin Only 2/26/15	
<u>15-06</u>	1/28/15	Human Services	The CST funding was new to the department in 2014. There are areas that are over budget and other areas that are under budget. This budget adjustment is to adjust the budget to reflect the costs anticipated to be actual per discussion with the program lead.	5a	Approved 2/4/15	N	Admin Only 2/26/15	
<u>15-07</u>	1/29/15	Human Services	There was a net increase of 9 clients served under the funding code of CIP1MFP during the 2014 budget year. Because it is difficult to determine when clients will pass away and when clients will come onto the plan, the budget adjustment is being done at this time. The budget adjustment below reflects both the increase in revenue from the state and the increase in expenses associated to the additional number of clients serviced during the year.	7	Approved 2/4/15	Y	HHS 2/25/15 City Bd 3/18/15	
<u>15-08</u>	1/29/15	Human Services	There was a net increase of 1 client serviced under the funding code of CIP1B during the 2014 budget year. Because it is difficult to determine when clients will pass away and when clients will come onto the plan, the budget adjustment is being done at this time. The budget adjustment below reflects both the increase in revenue from the state and the increase in expenses associated to the additional number of clients serviced during the year.	7	Approved 2/4/15	Y	HHS 2/25/15 City Bd 3/18/15	
<u>15-09</u>	2/2/15	Sheriff	This request is to increase federal asset forfeiture revenue and use that increase to purchase 2 GPS units and forensic computer equipment for a project started but not completed in 2014. Of the increased revenue, the portion for the GPS units will be a transfer of federal forfeiture money from the Wisconsin National Guard. GPS units - \$5,058; forensic equipment \$11,967; total \$17,025.	7	Approved 2/4/15	Y	Pub Saf 3/4/15 City Bd 3/18/15	

B



NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
15-10	2/2/15	Sheriff	This request is to increase Drug Task Force federal grant revenue for unspent but still available 2014 HIDTA grant funds and use those funds to purchase covert video surveillance equipment for the Task Force.	7	Approved 2/4/15	Y	Pub Saf 3/4/15 Cty Bd 3/18/15	

Revised 2/13/15

**Departmental Openings Summary - Administration Department**

**To: Administration Committee**

**From: Administration**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Senior Accountant	2/13/2015	Other	Fill	Posted/Hiring

Transfer, Wage, Working Conditions

# 2015 BUDGET ADJUSTMENT REQUEST

15-04

## Category

## Approval Level


- |   |   |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input checked="" type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

## Justification for Budget Change:

There replace flooring due to survey requirement. This is a County owned building that is being leased to Family services for use as a CBRF (Community based residential facility). Repairs are necessary to ensure the safety of residents. Our Place services up to 18 residents who have mental or emotional disorders.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.173.6110	Outlay	28000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.170.173.7000.CMI	Purchased Services	28000.00
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Human Services  
 Date: 1-28-15

  
 Signature of DQA or Executive  
 Date: 2/4/15

# 2015 BUDGET ADJUSTMENT REQUEST

15-05

## Category

## Approval Level


- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1               | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2               | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3               | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4               | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input checked="" type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)            | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6               | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 7               | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8               | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9               | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

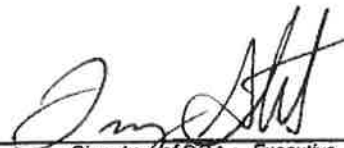
## Justification for Budget Change:

There are changes being done to the court room to better accommodate the needs of the court. It is estimated that the costs will not exceed \$8000.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.175.6110	Outlay	8000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.170.173.7000.CMI	Purchased Services	8000.00
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Human Services  
 Date: 1-28-15

  
 Signature of DOA or Executive  
 Date: 2/4/15

# 2014 BUDGET ADJUSTMENT REQUEST

15-06

## Category

## Approval Level

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1               | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2               | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3               | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4               | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input checked="" type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)            | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6               | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 7               | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8               | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9               | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

## Justification for Budget Change:

The CST funding was new to the department in 2014. There are areas that are over what was budgeted and others under. This budget adjustment is to adjust the budget to reflect the costs anticipated to be actual per discussion with the program lead.

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.140.141.5100.CST	Regular Earnings – CST	22,587
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.140.141.5110.CST	Fringe Benefits – CST	9,787
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5300.CST	Supplies – CST	251
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5340.CST	Travel and Training – CST	7,900
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.7000.CST	Purchased Services – CST	20,923
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.6110.CST	Outlay – CST	3,300

## AUTHORIZATIONS

  
Signature of Department Head

Department: Human Services

Date: 1-28-15

  
Signature of BOA or Executive

Date: 2/4/15

March 18, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING REAUTHORIZATION  
OF SELF-FUNDED WORKER'S COMPENSATION

WHEREAS, Brown County is a qualified political subdivision of the State of Wisconsin;  
and

WHEREAS, the Wisconsin Workers' Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-funded) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-fund worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Board of Supervisors Administration Committee at its February 26, 2015 meeting approved the continuation of the self-funded worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60 (3).

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does resolve as follows:

- (1) To provide for the continuation of a self-funded worker's compensation program that is currently in effect;
- (2) To authorize the County Clerk to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved by:

\_\_\_\_\_  
Troy Streckenbach, County Executive

Date Signed: \_\_\_\_\_

Authored by: \_\_\_\_\_  
Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This is an authorizing resolution to allow the County to continue the self-funded worker's compensation program.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600  
PHONE (920) 448-4035 FAX (920) 448-4036 WEB: www.co.brown.wi.us

CHAD J. WEININGER  
DIRECTOR OF ADMINISTRATION

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** February 11, 2015  
**REQUEST TO:** Administration Committee  
**MEETING DATE:** February 26, 2015  
**REQUEST FROM:** Chad Weininger  
Director of Administration

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Reauthorization of Self-Funded Workers' Compensation

**ISSUE/BACKGROUND INFORMATION:**

Every three years each self-insured political subdivision must provide the Department of Workforce Development with a resolution, passed by the governing body that states its intent and agreement to self-insure.

**ACTION REQUESTED:**

Administration Committee and County Board approval

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**





DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

February 13, 2015

Committee Date:  
February 26, 2015

TO: Administration Committee

FROM: Chad Weininger  
Director of Administration

SUBJECT: February Director's Report

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## I. Risk & Purchasing Department

Claims: No claims for this month. The County had an uninsured loss of \$5,300 when a squad car struck a light post in the Village of Howard's parking lot.

Risk created vehicle accident packets that will be kept in County vehicles to ensure employees follow the correct steps in case of an accident.

Overall claims were 36.1% lower than 2013. This was largely due to an \$80,000 settlement in 2013 and a number of inmate claims closing in 2013.

Training & Policy: The HIPAA Committee is reviewing AIG's (our cyber liability insurer) guidance policy for an instant response plan on cyber breeches for possible adoption by the County.

AIG also offers a staff training module that may be able to track employee training, which will help managers better ensure training compliance.

AIG will provide an Auto Shun which is hardware that will not allow any information coming from over 2.5 million IP addresses known to carry viruses to come into the network nor send anything to these known IP addresses. The list of known "bad" IP addresses is continually being updated.



## II. Finance Department

General: Carryover requests will be going to Committees. Finance is working on year-end entries for 2014; preliminary statements should be available by the middle of March. Community Programs is expected to close by the end of March.

## III. Logos & Kronos Project Implementation Update

Fixed Assets: Project is still on track for a go-live date of March 1, 2015.

Testing for the end of year Logos System Upgrade was completed and installed on December 18, 2014.

Financial Systems Implementation Project: The team was reassigned the remaining departments for the Time and Attendance Project (Kronos) on June 25, 2014. Kronos has been implemented with the Corrections Officers at the Jail. Public Safety will be next and is currently in the testing and planning stages. Sheriff's Sworn Officers will follow after Public Safety.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive